



## CALIFORNIA OFFICE OF EMERGENCY SERVICES

Fire and Rescue Division  
3650 Schriever Ave  
Mather, CA. 95655  
Phone (916) 845-8711  
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February 9, 2016

## Fire & Rescue Division Hazardous Materials Section

### BULLETIN # 35 (Version 1.1)

## HMRT RESOURCE TYPING RE-INSPECTION PROGRAM

## RECERTIFICATION PROCEDURE

**NOTIFICATION OF RE-INSPECTION DUE:** A *"Notification Of HM Typing Re-Inspection Due"* letter will be sent to the Agency reminding them that it is time to prepare for a re-inspection. It will inquire if your agency wishes to participate in the Haz-Mat Company Typing re-inspection program, and It will include a new *"Point-Of-Contact"* form to be completed.

### FOLLOW THESE STEPS

Forms noted below in **blue print** are accessible on our Web Site:

<http://www.caloes.ca.gov/FireRescueSite/Pages/Team-Typing-Information.aspx>

**First Step – POINT-OF-CONTACT:** Please complete the *"Point-Of-Contact"* form and return to us as indicated. It is imperative that we maintain accurate and current contact information for a specified individual. Upon receipt, we will send to you a PACKET containing more information.

**Second Step – SURVEY:** The PACKET will contain an *introductory letter* with a set of step-by-step instructions. It will also include a *"Hazardous Materials Company Typing, Re-Inspection Survey Questionnaire"* document. This 7 page document is a "self-Inspection" form and contains approximately 35% of the equipment and tool items in the SEL, mostly low cost and disposable items. You are to conduct a self-inspection as explained, and return the survey form to us. This self-inspection also has the intent of shortening the actual On-Site inspection. The survey document will contain the bulk of low-maintenance equipment items, disposables, and low cost items. The survey document must be completed and sent back before the next series of steps can be initiated. The survey will be examined for accuracy and completeness. A copy of the *"Re-Inspection Survey Questionnaire"* document can also be accessed on our web-site.

Third Step – SELECT DATE: Once the preliminary *“Re-Inspection Survey Questionnaire”* document is returned to us and examined, a date and place for the On-Site portion of the Re-Inspection will be selected. The agency will be contacted to select an appropriate date for the on-site inspection.

Fourth Step – CONDUCT ON-SITE RE-INSPECTION: The On-Site Re-Inspection will be conducted by the Inspection Team using an *“Hazardous Materials Company Typing, On-Site Re-Inspection Record”*. The re-inspection will last about 1 to 1 ½ hours. It will be an abbreviated inspection as compared to the original (initial) inspection. Only those items, equipment and tools not included in the *“Re-Inspection Survey Questionnaire”* will be targeted and displayed for inspection and examination, and will consist mostly of high-maintenance items, kits, electronic instruments, high-cost items, and items prone to cyclic “shelf life”. A copy of the *“On-Site Re-Inspection Record”* will be included in the PACKET, and it will list the equipment and tools that will be included in the on-site re-inspection. A facsimile copy can also be accessed on our web-site.

Additionally, a “spot check” of ten (10) additional SEL items included in the *“Re-Inspection Survey Questionnaire”* self-inspection will be selected by the Inspection Team upon their arrival for the re-inspection as part of the on-site inspection.

If an agency has also requested an upgrade in their team typing status, one extra step will be followed: ALL of the associated equipment and tools for the appropriate team type MUST be made available for the on-site inspection. For example, if a team is requesting an upgrade from Type 2 to a Type 1, then all of the TYPE 1 EQUIPMENT and TOOLS required to achieve a Type 1 status must be displayed for inspection, in addition to the equipment and tools included in *the “On-Site Re-Inspection Record”*.

Fifth Step – REVIEW TRAINING RECORDS: During the on-site portion of the Re-Inspection, Training Records shall again be inspected. Inspection of the Training Records will be exactly as that as conducted during the original inspection. A facsimile copy of the *“Training Inspection Record”* that will be used by the Inspection Team can be accessed on our web-site.

Sixth Step – NOTIFICATION OF RESULTS: A *“Re-Certification Report of Inspection”* formal letter will be sent to the agency from Fire & Rescue Division, Haz-Mat Unit, notifying them of the status and results of the re-inspection (Pass/Fail). It will also, when necessary, describe the steps required to remedy any deficiencies or discrepancies in order to attain a re-certification. A facsimile copy of the *“Training Inspection Record”* that will be used by the Inspection Team can be accessed on our web-site (noted above).

Seventh Step – CONGRATULATORY LETTER: Upon achieving a Haz-Mat Team Typing re-certification, a *“Letter of Congratulations”* will be sent to the Department Fire Chief. It will be issued by the Fire Chief of CalOES Fire & Rescue Division.

Eighth Step – ISSUE OF CERTIFICATE: Upon achieving a Haz-Mat Team Typing re-certification, a *“Certificate of Achievement”* documenting this accomplishment shall be sent to the Department Fire Chief.

## **FOLLOWING ARE ATTACHMENTS**



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Date: January 26, 2016

To: Captain XXX  
Anonymous City Fire Department  
Hazardous Materials Section  
?????  
?????

Action  
Required

**RE: NOTIFICATION OF RE-INSPECTION DUE**

AGENCY:	ANONYMOUS CITY FIRE				Op. Area & Agency Identifier (MACS):	XPL ACF	Agency Unit#:	HM-1	
Original Request#:	1	Original Inspection#:	9	Original Cert. #:	OR-2010-007	Certification Date:	8-05-10	Type:	1

**INITIATION OF THE RE-INSPECTION HM TEAM TYPING PROGRAM**

On behalf of the GOVERNOR'S OFFICE OF EMERGENCY SERVICES we would like to thank you for participating in the Cal OES Fire & Rescue Division's Hazardous Materials Company Resource Typing program, and again congratulate you and the members of your department on obtaining a FIREScope ICS-HM-120 hazardous materials resource typing status as noted above.

Enclosed please find your certificate. This certificate authenticates your Haz-Mat Team Typing Inspection and status. A new certificate of achievement will be issued with each subsequent recertification inspection.

We are about to engage our Re-Inspection Program. We will conduct the Re-Inspection Program in a chronological order based upon original Certification Dates. The Re-Inspection Program will adopt the following criteria:

- The initial (original) typing status and certification is valid for a minimum of 5 years;
- *Certificates of Achievement* will be issued to document the original haz-mat typing status;
- The Re-Inspection program will incorporate an abbreviated (shortened) on-site equipment inspection;
- The Re-Inspection typing status and certification will be valid for a minimum of 5 years;
- *Certificates of Achievement* will be issued to document each re-inspection haz-mat typing status

According to our records, your initial (original) haz-mat company typing was issued:

**August 5<sup>th</sup>, 2010, ANONYMOUS FIRE Haz-Mat Unit "HM-1", Type 1**

This letter is to advise that a haz-mat company typing re-inspection is due. Re-inspection must be completed within one (1) year of the date on this letter. Your "window of opportunity" to call for a haz-mat typing re-inspection is:

**August 5<sup>th</sup>, 2015 to August 5<sup>th</sup>, 2016**

Would you and your agency be interested in continuing with the Cal OES Fire & Rescue Team Typing Program, and participate in the Re-Inspection Program?

☐ **YES – RETENTION OF CURRENT TYPING STATUS:**

Additional information and a full description of the procedures will be sent to you in a separate packet. Ample time will be available for you to select or suggest a convenient inspection date. The on-site re-inspection portion of the equipment and tools is abbreviated.

☐ **YES – UPGRADE OF CURRENT TYPING STATUS TO A HIGHER STATUS:**

Additional information and a full description of the procedures will be sent to you in a separate packet. Ample time will be available for you to select or suggest a convenient inspection date. Upgrade to a higher HM team typing status will require that all of the SEL equipment and tools obtained to achieve the next higher certification status will have to be displayed. This will be in addition to the abbreviated (shortened) equipment and tools re-inspection.

☐ **NO – Not at this time.**

You will have one year from the date of this letter as explained above to notify us that you are ready for a re-inspection. If the one year expires, your current hazardous materials team typing status will expire. To obtain a new hazardous materials team typing status you will be required to undergo a full on-site inspection.

If yes, please complete the following:

1. **Update** your "Point-Of-Contact" information below:

Receipt of the "Point-Of-Contact" form will initiate the re-inspection process. We need to update our records and keep them current.

Project Point – Of – Contact:			
<input type="checkbox"/> Current Chief Of Department (Please print all information)	Headquarters Mailing Address		City and ZIP
<input type="checkbox"/> Primary HM Point-Of-Contact (Please print all information)	Title		Office Phone ( )
<input type="checkbox"/> Mailing Address (Street or P.O. Box)	City	Zip Code	Cell Phone ( )
<input type="checkbox"/> Work Location, Address (Street – if Different)	City	Zip Code	Fax # ( )
<input type="checkbox"/> Home address:			

2. **Confirm** the following:

HMRT Company or Companies you would like to have inspected; The company typing (Type 1, 2, or 3); And the preferred location of the inspection:

	Company Number Designation	OES MACS Designation	Type 1, 2, or 3?	Station #	Street Address, Town, and Zip Code (Where inspection will be conducted)	Phone # at Inspection Location
1 <sup>st</sup>						( )
2 <sup>nd</sup>						( )

3. **Return** a copy of THIS PAGE (Contact information) to:

**By Mail:** Governor's Office of Emergency Services  
Fire & Rescue Division, HazMat Section  
3650 Schriever Avenue  
Mather, CA., 95655

**By FAX:** 916-845-8734

**By E-Mail:** hazmat@caloes.ca.gov



4. A packet of additional information will be sent to you upon receipt of the "Point-Of-Contact" information. It will include a *Re-Inspection Survey Questionnaire*. It includes about 1/3 of the equipment in the SEL and is a "Self-Inspection". Instructions will be included. This will shorten significantly the on-site inspection which will follow. You will be required to return this *Re-Inspection Survey Questionnaire*.
5. Upon receipt of the survey, this office will then contact you to determine an appropriate inspection date for the on-site re-inspection. The re-inspection will be an abbreviated inspection which includes the remaining 2/3rds of the equipment in the Standardized Equipment List.
6. Also inspected will be a review of your haz-mat training records to assure they are current. Please have them at the ready.

A complete description and explanation of the five (5) year automatic Hazardous Materials Resource Typing re-inspection and re-certification program, along with all of the appropriate forms and documents, can also be found on our haz-mat web page at:

<http://www.caloes.ca.gov/FireRescueSite/Pages/Team-Typing-Information.aspx>

If you have any questions or need guidance, please feel free to contact us at any time.

Sincerely,

JAN DUNBAR  
Division Chief  
Fire & Rescue Division  
Special Operations

Enclosures: HM Bulletin #34, *HMRT Resource Typing Re-Inspection Program – EXPLANATION*  
HM Bulletin #35, *HMRT Resource Typing Re-Inspection Program - PROCEDURES*  
Certificate of Achievement – Initial Inspection

cc: File